

MEMORANDUM OF AGREEMENT FOR DISTRICT-BASED INSTRUCTIONAL TECHNOLOGY COACH

Among the South Carolina Department of Education and the Instructional Technology Coach, the School, and the School District Named Herein

I. Background

The South Carolina State Department of Education (SCDE) has developed a program under S.C. Code Ann. § 59-1-525 to implement a district-wide program to enhance the teaching of the grade-specific standards adopted by the State Board of Education and to improve the teaching of the standards in the core areas of reading, mathematics, social studies, and science. In order to support these goals, the Office of eLearning has developed a process for the identification, selection, and training of instructional technology coaches to serve in schools with grades K–12.

The coach will work directly with teachers to bring about improvements in the classroom that will positively impact student achievement. The work of the instructional technology coach will be rooted in scientifically based research, content knowledge, and appropriate technology integration to enhance mathematics, science, language arts, and/or social studies.

II. New District Coach Requirements:

- The district must commit to maintain the coach position within the district beyond the initial 2009-2010 E2T2 funded coaching year.
- Coach needs to be assigned to provide support to teachers at more than one K-12 school in the district.
- Coach needs to be housed at the district office, not at a school site, and directly report to the professional development staff supervisor.

III. The Specific Parties in the Agreement

The following person will participate in this program with the title of *Instructional Technology Coach*:

Name (Please type or print.)
TECHNOLOGY COACH

Signature

Email address

District

The following individuals, as the parties or the representatives of the parties named in this memorandum, agree to all stipulations as set forth herein (please type or print):

DISTRICT-BASED INSTRUCTIONAL TECHNOLOGY COACH

Name (Please type or print.)

Signature

DISTRICT PROFESSIONAL DEVELOPMENT COORDINATOR

Name (Please type or print.)

Signature

DISTRICT SUPERINTENDENT

DR. JIM REX

Signature

STATE SUPERINTENDENT OF EDUCATION

III. Roles and Responsibilities of the Instructional Technology Coach

The work of the instructional technology coach is to develop the instructional capacity of a districts faculty. The coach will assist teachers in the use of effective instructional technology strategies (refer to **Appendix A** for required qualifications).

The instructional technology coach will:

- Work with teachers to plan, implement, and reflect upon lessons using technology;
- Work with content-area teachers to hone specific strategies for using technology to increase student achievement;
- Observe classes and engage teachers in reflection;
- Identify standards based materials, instructional technologies and other curriculum resources;
- Encourage teachers to talk about their practices;
- Instruct teachers on components (self-assessments, requirements, portfolios) of the ePortfolio management system;
- Integrate technology into the curriculum by assisting teachers with developing effective teacher and student portfolios;
- Provide at least 10 hours of targeted annual technology staff development based on a teacher's unique needs;
- Document and provide feedback regarding progress of teacher and student ePortfolios;
- Upon request assist school administrators on how to use teacher technology data to make school-based technology decisions;
- Provide data to the Office of eLearning and State Evaluator in a timely fashion upon request;
- Facilitate technology integration co-teaching and demonstration lessons; and
- Employ other emerging technology integration strategies from research and best practices.

Duties include:

- Attend **monthly** professional development training sessions in Columbia and/or virtually between 9 a.m. and 4 p.m. -- on coaching skills, technology best practices and how to instruct teachers on the components (self-assessments, requirements, portfolios, etc.) of the ePortfolio system.
- Coaches are also required to participate in online readings and discussions facilitated in the SCDE eLearning learning management system (average of 3 hours per month). Coaches will earn 60 renewal credits for attending all monthly trainings and online discussion participation.
- Coaches are responsible for having all district teachers identified in the grant to be assessed in the ePortfolio system and reviewing their portfolios and technology requirements.
- Instruct identified teachers on how to administer the proficiency assessments for students
- Integrate technology into the curriculum by assisting teachers on how to develop effective teacher and student ePortfolios
- Partner with teachers to instruct classes when it is for the purpose of modeling an effective lesson. Teachers are expected to be actively involved in teaching.
- Coaches are required to peer edit a **minimum of two** high quality lesson plans and share with other coaches in the program during the coaching year.
- Provide resources for professional development to teachers. The coach is responsible for partnering with the District PD Coordinator to offer 2 in-service trainings on the ePortfolio System.

Misuse of the Coach include:

- The technology coach is a TEACHING and INSTRUCTIONAL POSITION. Under NO circumstances will the coach be used for technical support or other administrative duties. The curriculum coach position is the SOLE position that the curriculum coach can hold.
- Coaches will not conduct formal observations to collect data for teacher evaluations. They will be co-teaching, planning and partnering with the teachers, media specialists, and any other instructional coaches to implement standards-based lessons that integrate technology effectively.

- The coach will not be used as a substitute teacher or a media specialist at the school.
- Coaches are responsible for instructing teachers on how to administer proficiency assessments for students

The South Carolina Office of eLearning reserves the right to withdraw assistance if it is determined that the school or district is not engaging the coach in a manner consistent with roles and responsibilities as outlined in this Memorandum of Agreement.

Return signed Memorandum of Agreement to:

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